

Regular Meeting

Agenda Item #	12
Meeting Date	May 10, 2004
Prepared By	Rob Inerfeld Senior Planner
Approved By	Richard M. Finn City Manager

Discussion Item	Ordinance authorizing execution of contract for design and engineering services for Gateway and Wayfinding Program																
Background	<p>On April 12, eight proposals were received from consulting firms that responded to a request for proposals issued by the City for design and engineering services to develop a gateway and wayfinding system for the City. These proposals were ranked according to a set of criteria in the RFP. While three of the proposals were judged to be excellent, the proposal received from Gallagher & Associates (\$37,660) was for a significantly lower cost than those received from HNTB (\$67,900) and Hiller (\$89,386).</p> <p>Because of Gallagher & Associates extensive experience designing and engineering gateway and wayfinding programs, their understanding of the importance of engaging the community in the development of this project, and their low bid, Staff has forwarded the firm for Council consideration. Terry Healy, a Principal of the firm, met with the Council at its May 3rd worksession and reviewed Gallagher’s proposal.</p> <p>Included within Gallagher’s proposal is the design of new historic interpretive signs. Requested by Staff, the cost for this additional service would be \$4,620. The City also has the option of contracting with Gallagher for just the conceptual design component of the historic signage at a cost of \$3,080. In the interests of maintaining consistency within the City’s signage system and recognizing the importance of educating the community on its historical resources, Staff is proposing the approval of the additional expenditure. If approved, the total cost to design and engineer the proposed Gateway Wayfinding project would be \$42, 280.</p>																
Policy	<p>“Focus on proactive initiatives to maintain the economic vitality of Takoma Park’s commercial districts, encourage smart growth development, support transportation enhancements, and increase the local property tax base, while maintaining the character of the community.”</p> <p><i>FY04 Council Goals: Economic Development</i></p>																
Fiscal Impact	<table><tr><td rowspan="3">Funding Sources:</td><td>FY2004 Council Goals</td><td>\$ 20,000</td></tr><tr><td>State Revitalization Grant</td><td><u>\$ 60,000</u></td></tr><tr><td>Total</td><td>\$ 80,000</td></tr><tr><td rowspan="3">Project Budget:</td><td>Design and Engineering</td><td>\$ 42,280</td></tr><tr><td>1st Phase Implementation</td><td><u>\$ 37,720</u></td></tr><tr><td>Total</td><td>\$ 80,000</td></tr></table>			Funding Sources:	FY2004 Council Goals	\$ 20,000	State Revitalization Grant	<u>\$ 60,000</u>	Total	\$ 80,000	Project Budget:	Design and Engineering	\$ 42,280	1 st Phase Implementation	<u>\$ 37,720</u>	Total	\$ 80,000
Funding Sources:	FY2004 Council Goals	\$ 20,000															
	State Revitalization Grant	<u>\$ 60,000</u>															
	Total	\$ 80,000															
Project Budget:	Design and Engineering	\$ 42,280															
	1 st Phase Implementation	<u>\$ 37,720</u>															
	Total	\$ 80,000															

Attachments	Single Reading Ordinance authorizing the execution of contract with Gallagher & Associates in the amount of \$42,280 for design and engineering services for Gateway and Wayfinding Program
Recommendation	To approve the attached ordinance
Special Consideration	SHA has just announced that they are developing guidelines for wayfinding signage on State roads. They anticipate that these guidelines will be complete by this summer. Their schedule for releasing the guidelines may affect the schedule for this project.

Introduced by:

Single Reading Ordinance:

Ordinance # 2004 –

**AN ORDINANCE AUTHORIZING EXECUTION OF CONTRACT FOR DESIGN AND
ENGINEERING SERVICES WITH GALLAGHER & ASSOCIATES
FOR GATEWAY AND WAYFINDING PROGRAM**

WHEREAS, the Gateway and Wayfinding Program, identified as a Council Goal, will help motorists, bicyclists, and pedestrians navigate around Takoma Park; and

WHEREAS, the proposed signage improvements will make a good first impression on visitors to Takoma Park; enhancing the image and identity of our community and attracting additional customers to our business districts; and

WHEREAS, in accordance with City procurement procedures, staff solicited proposals for design and engineering services and eight proposals were received; and

WHEREAS, the City has allocated \$20,000 in City funds and received grant funds from the State of Maryland in the amount of \$60,000 for the design, engineering and implementation of a gateway and wayfinding signage system.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
TAKOMA PARK, MARYLAND**

SECTION 1. The proposal received from Gallagher & Associates to provide design and engineering services for the Gateway and Wayfinding Program, in the amount of FORTY-TWO THOUSAND TWO HUNDRED AND EIGHTY DOLLARS (\$42,280), be accepted.

SECTION 2. The City Manager is hereby authorized to enter into a contract with Gallagher & Associates for the design and engineering of the Gateway and Wayfinding Program.

Adopted this ____ day of May 2004

ATTEST:

Catherine E. Waters, CMC/AAE
City Clerk

Voting For:

Voting Against:

Abstaining:

Absent: